



Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Sheila Dixon, Mayor

EXAMINATION FOR: **HORTICULTURAL ASSISTANT (PROMOTION)**

SALARY: \$27,037 – \$29,221 **GRADE:** 427

CLOSING DATE: September 26, 2008 is the last day to file an application.

POSITION: A Horticultural Assistant performs indoor and outdoor horticultural propagation and maintenance work for municipal displays, parks, gardens, and conservatories. Employees work a conventional workweek that may include night and weekend work.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible classified City employees must:

Have graduated from an accredited high school or possess a GED certificate;

AND

Have two years of experience in the propagation and growing of plants, trees and shrubs;

OR

Have an equivalent combination of relevant education and experience in the propagation and growing of plants, trees and shrubs.

Completion of an apprenticeship program in the propagation and growing of plants may be substituted for the education and experience.

NOTE: A valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management may be required for some positions in this class. If you have a license, enter the number on the application. It will be verified by the appointing authority if required for the position. Provisional Driver's Licenses and Learner's Permits are not acceptable.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

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KR/mb POSTED: 09/15/08

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Recreation and Parks
3001 East Drive
Baltimore, Maryland 21217



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202